



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY **\*\*AMENDED\*\*** 5/30/06

1. <u>Announcement Number</u>  T-06-321-JC	2. <u>Title, Series, Grade, Salary</u>  Medical Support Assistant **GS-679-4/5/6 **\$26,383 to \$42,774 per annum	3. <u>Tour of Duty</u>  Days, Evenings or Nights including weekends and holidays	4. <u>Duty Station</u>  Med Surg or ICU Patient Care Services, Portland Division
5. <u>Type &amp; Number of Vacancies</u>  Temporary, NTE 13 months 1 Full-time position	6. <u>Contact</u>  Human Resources Assistant 503-220-8262 x 57317	7. <u>Opening Date</u>  5/16/06	8. <u>Closing Date</u>  Until Filled 1 <sup>st</sup> consideration 5/22/06

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

Performs secretarial duties in support of ICU and/ or Med-Surg patient care services, and by performing general office work within the organization. Obtains and monitors the use of services, supplies for the ICU. Justifies and requests replacements for outdated equipment by identifying the outdated equipment, gathering relevant information on office equipment, or requesting office equipment for own work area. Performs clerical work in support of the care and treatment given to patients such as receiving patients or maintaining patient files; work administering or advising on medical record systems; or work maintaining medical records in a ward, clinic, or other such unit of a medical facility. Performs clerical assistant work in support of the care and treatment given to patients in ICU and or Med-Surg PCSL. Performs clerical duties related to patient care and treatment such as coordinating or recording patient activities, or preparing purchase orders for office medical supplies. Records physician's orders, charts medical data, or schedules appointments. Records physician's orders for diagnostic procedures, treatments, diets, and patient activities from Doctors' order sheet onto patient flow sheets. Initiates and routes proper forms for such things as the release of patient funds, clothing services, canteen coupon books, and authorized absences upon physicians' determination that patient is competent. Performs a variety of miscellaneous duties in support of the unit.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-679 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**\*\*General Experience:** GS-4: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. GS-5 & GS-6: Not applicable

**\*\*Specialized Experience:** GS-4: Generally not applicable. GS-5 & GS-6: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**\*\*Substitution of Education for Experience:** GS-4: Successful completion of two (2) years of post high school education. GS-5: Successful completion of four (4) years of post high school education. Post high school education must have been obtained in an accredited business, secretarial, or technical school, junior college, or university. GS-6: Not applicable. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet..

### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

- 1) Knowledge of procedures for receiving and following through on patient requests.
- 2) Knowledge of the internal organization and content of patients' medical records
- 3) Knowledge of the meaning and spelling of medical terminology.
- 4) Ability to work with other employees, both professional and non-professional.
- 5) Ability to work with veterans and their family members in helping them receive health care.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

**\*\*This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources by Close of Business (COB) on 5/22/06 for 1<sup>st</sup> consideration. This position is open until filled.** Application forms may be obtained in Human Resources Office or on our external website, [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp).

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T-06-321-JC**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

### **US Citizens must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

### APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

### IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**